

Copy Cataloging Checklist

After MARC records are imported into the school's cataloging system, follow the checklist to make sure the records meet the library's requirements.

1. The current AACR2r and ISBD rules are followed and all applicable areas of description are used for the item.
2. Check the information in the following MARC fields against the item in hand for accuracy:
 - **020** (ISBN) – *Note: not official match if several ISBNs are in the record*
 - **100** (Main entry – Author's name)
 - **245** (Title : subtitle / statement of responsibility)
 - **250** (Edition or Version)
 - **260** (Imprint – Place of publication : Publisher, pub date)
 - **300** (Physical description – pages : ill. ; dimensions)
 - **4xx** (Series title, if applicable)
3. **Delete all 9xx fields** for imported records (LOC records often have these local tags)
4. Check subject headings to see that they comply with Sears Authority. The second indicator in the 6xx fields is a clue (0 = LC heading; 1 = LCAC (Children's LC); 7 or 8 = Sears). If not Sears compliant, edit the headings and change indicator to denote Sears (7 with **2sears** subfield, or 8).
5. Enhance the MARC record by reviewing and adding, if applicable, the tags listed below:
 - **246** Variant titles – Are there additional titles that the item can have to increase accessibility?
 - **505** Contents note – If the item has a table of contents, include all or most important titles.
 - **520** Summary note – Can be copied and pasted from Titlewave.com, Amazon.com, Barnes & Noble, publisher's site, etc. (credit source)
 - **521** Target audience note – Titlewave is useful for this note (reading, age, grade levels). MPAA rating for all films important.
 - **526** Reading program note – Accelerated Reader, etc.
 - **530** Additional physical form available – Additional media in which the item is held in the collection (e.g., Book form, DVD, or audio form)
 - **538** System details note – Required for AV and electronic resources. (e.g., VHS or DVD, MAC or PC, etc.)
 - **546** Language note – Closed captioned for all videorecordings that apply or foreign language material
 - **586** Award note – If item has received an award, include name and date. (Titlewave is a good source for this info)
 - **590** Local note – List any info unique to the library's copy or used for local curricular projects (e.g., 4th grade reading list, Autographed copy, Located on atlas stand)
 - **655** Genre note – Important index term for all works of fiction and drama (see list)
 - **658** Curriculum objective index term – Include only state standards or official district curriculum
 - **690** Local subject heading – Unique headings to the school
6. **Create Holding or Copy level record** with local call number, barcode, acquisition date, price, vendor, copy or volume number, copy notes, etc.